

Time and Labor WorkCenter Desk Aid

WorkCenters

There are WorkCenters in both Time and Labor and Payroll. WorkCenters are designed for specific roles and provide a central area for you to access key components within PeopleSoft applications. WorkCenters enable you to access various pages and keep multiple windows open while doing your daily work.

As an initial rollout, we will be using the **Query** section of the Time and Labor WorkCenter. We created queries (reports) that you can generate anytime SHARP is available.

The Time and Labor WorkCenter is available for employees with the following roles.

Note: Current, and future employees, with these roles are automatically given access to the Time and Labor WorkCenter.

- Time and Labor Timekeeper
- Time and Labor HR
- Time and Labor ask Reporter

WorkCenter security is based on the Department(s) you have access to.

Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter Queries

Queries available:

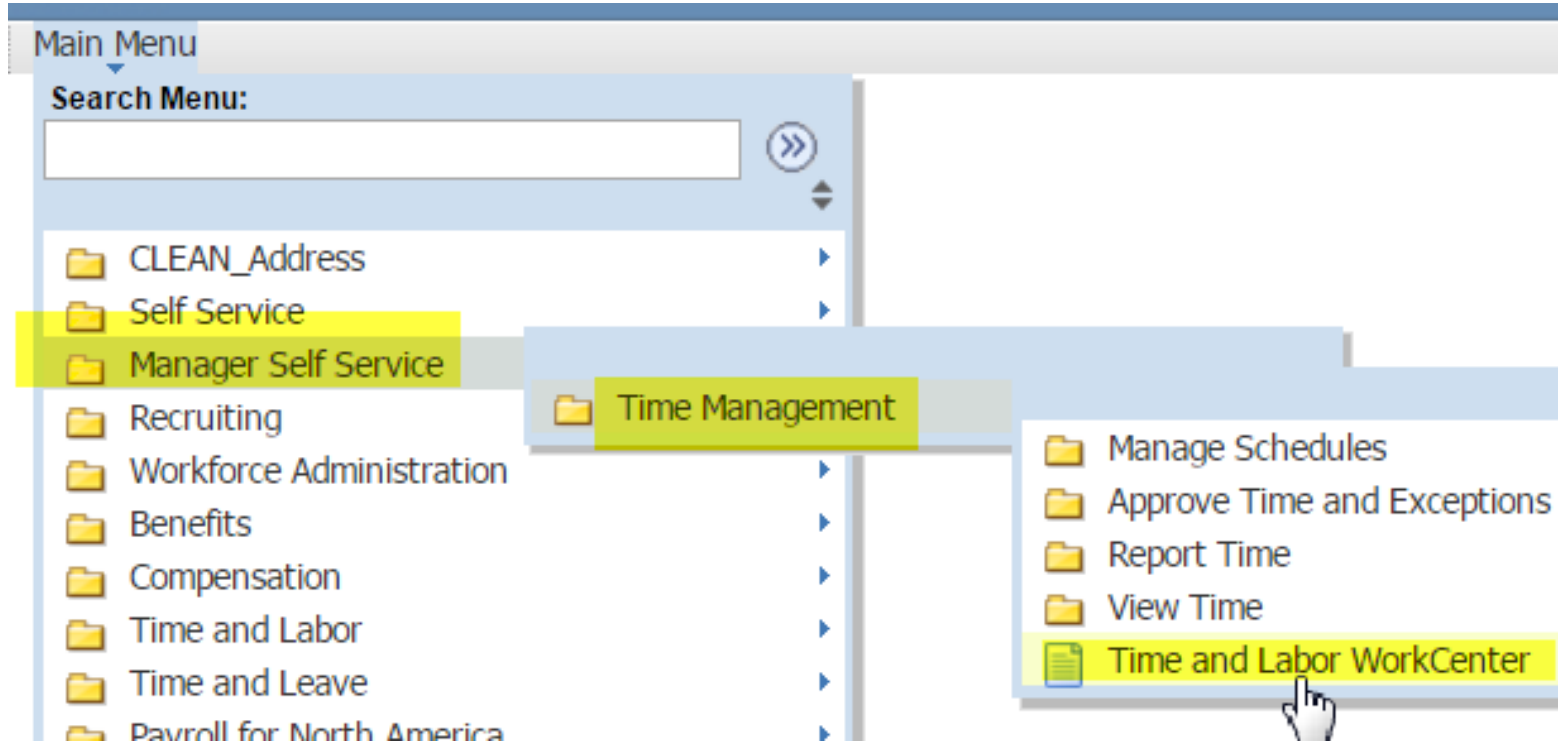
- Payable Time
 - By Employee by Month
 - By Employee by PPED (Pay Period End Date)
 - By Employee by Quarter
 - By Employee by Year
- Reported Time (Timesheet)
 - By Department by PPED (Pay Period End Date)
 - By Employee by Month
 - By Employee by PPED (Pay Period End Date)
 - By Employee by Quarter
 - By Employee by Year
- Employee Self-Service (ESS) Primary Email Addresses
- Time Reporter Data
- NA (Needs Approval) Unapproved Payable Time
- RP (Rejected by Payroll) Rows: 100008 PAY011 Errors

TIP: Reported Time Queries pull data from the Timesheet Tables. Payable Time Queries pull data from the Payable Time Tables. Time Reporter Data includes fields such as Workgroup and Taskgroup.



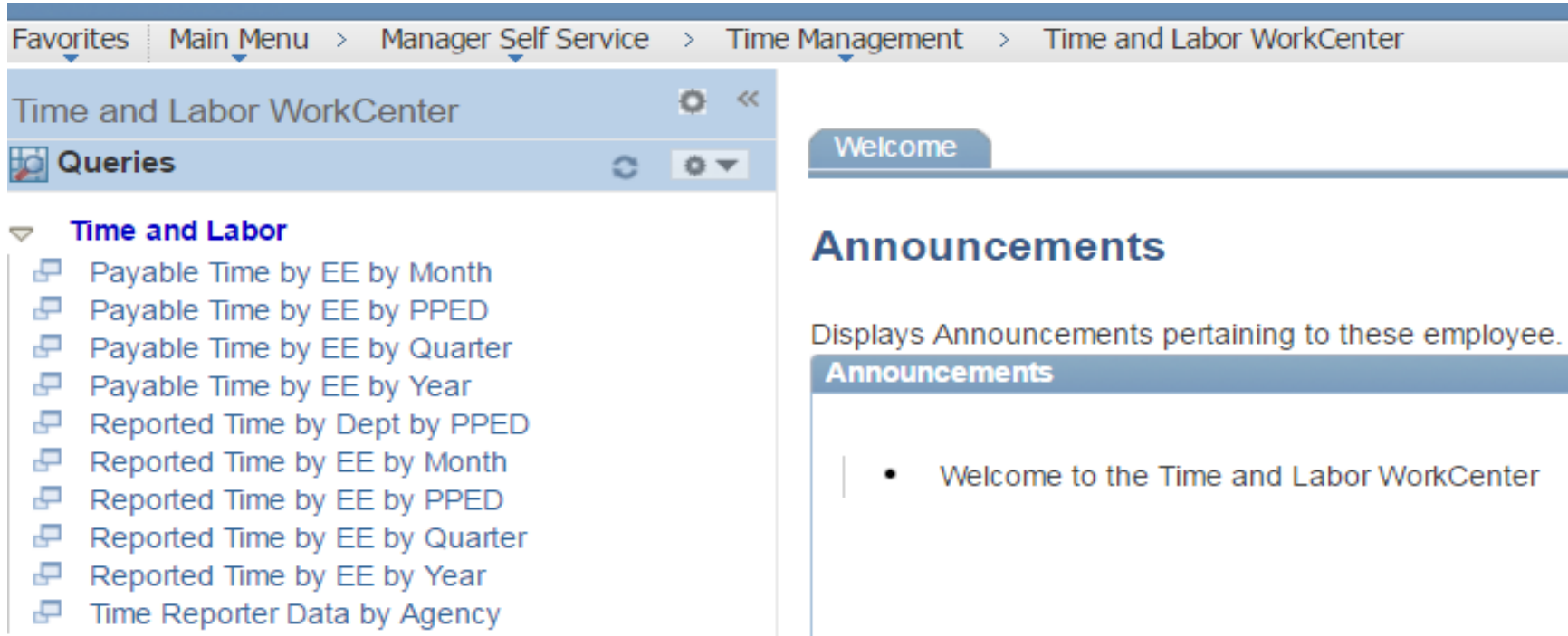
□ Accessing the Time and Labor WorkCenter

Use the **Manager Self Service** menu item to access the Time and Labor WorkCenter. The full navigation is: Manager Self Service, Time Management, Time and Labor WorkCenter.



Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter Sections



Favorites | Main Menu > Manager Self Service > Time Management > Time and Labor WorkCenter

Time and Labor WorkCenter

Queries

Time and Labor

- Payable Time by EE by Month
- Payable Time by EE by PPED
- Payable Time by EE by Quarter
- Payable Time by EE by Year
- Reported Time by Dept by PPED
- Reported Time by EE by Month
- Reported Time by EE by PPED
- Reported Time by EE by Quarter
- Reported Time by EE by Year
- Time Reporter Data by Agency

Welcome

Announcements

Displays Announcements pertaining to these employee.

Announcements

- Welcome to the Time and Labor WorkCenter

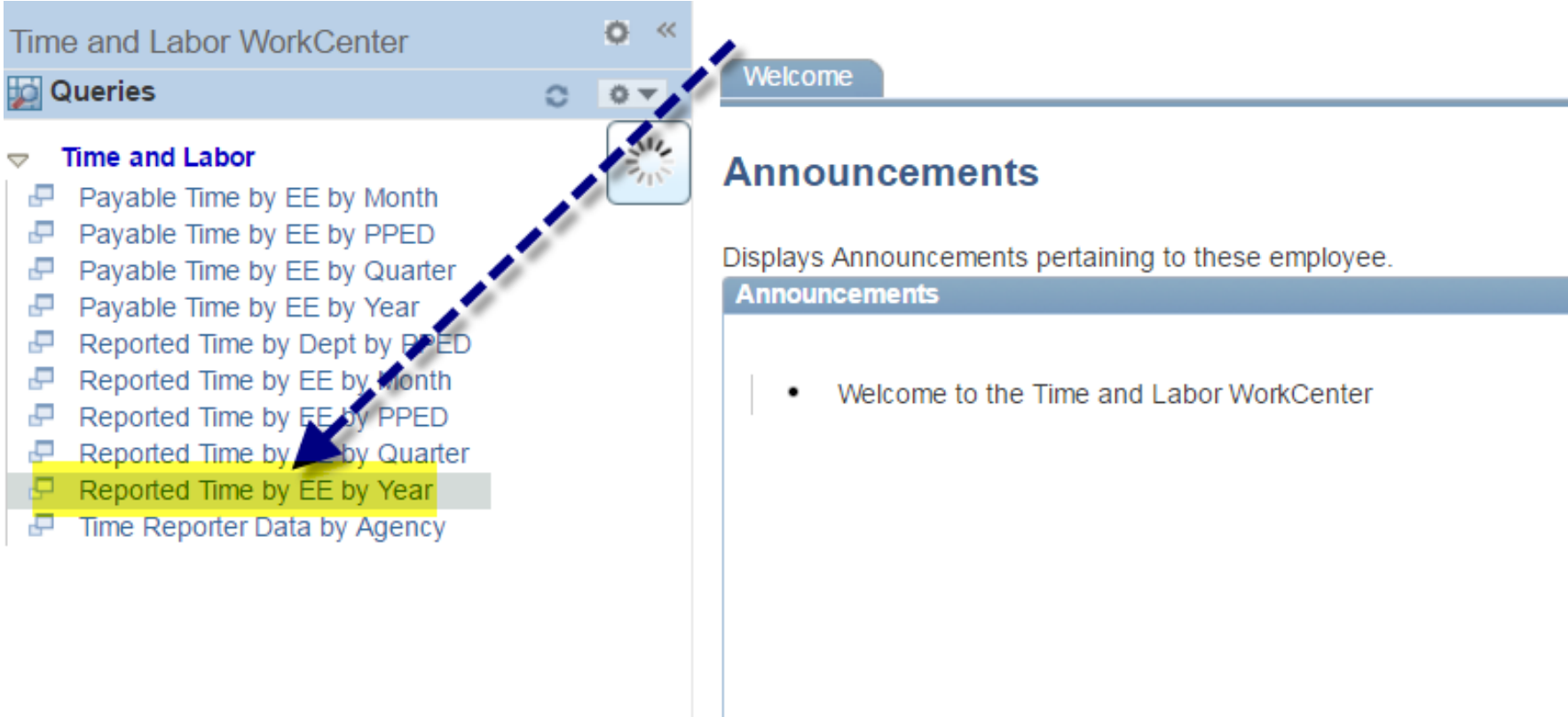
Sections of the WorkCenter page

- The left side displays the queries that are available to be run
- The right side displays the Announcements or Welcome section
- After the query is generated, the results display on the right side

Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter: Running a Query

Click the Query name (on the left side of the page).



Time and Labor WorkCenter

Queries

Time and Labor

- Payable Time by EE by Month
- Payable Time by EE by PPED
- Payable Time by EE by Quarter
- Payable Time by EE by Year
- Reported Time by Dept by PPED
- Reported Time by EE by Month
- Reported Time by EE by PPED
- Reported Time by EE by Quarter
- Reported Time by EE by Year**
- Time Reporter Data by Agency

Welcome

Announcements

Displays Announcements pertaining to these employee.

Announcements

- Welcome to the Time and Labor WorkCenter

Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter: Running a Query

Enter the criteria, such as Employee ID, and Year in the example displayed below. **Note:** Empl ID is not a criterion, so if the employee is on more than position (Empl Rcd) within your agency, the results will include data for both positions.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID

Year

[View Results](#)


Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created
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Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter: Running a Query

Enter the criteria. In the example below we entered Employee ID, and Year. **Note:** Empl ID is not a part of the criterion, so if the employee is on more than position (Empl Rcd) within your agency, the results will include data for both positions.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID 

Year 

Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created
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Time and Labor WorkCenter: Running a Query

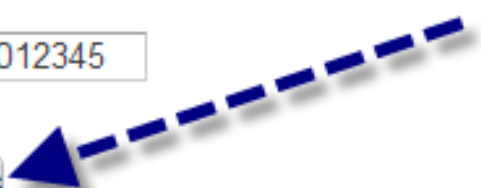
Click “View Results”.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID

Year

View Results



Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup	TskProfID	User	Datetime Created
---------	------	----	-----	--------	-----	-------	----------	-----------------	-----------	-----------	------	------------------

Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter: Running a Query

The query results display on the right side of the page. **Note:** There are size limitations, so if the results are too large, you may want to chose a different query to run. The results displayed are tied to the Department access you have. Results do not include employee data from other agencies; only data from your own agency.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID

Year

[View Results](#)

Download results in : [Excel Spreadsheet](#) [CSV Text File](#) [XML File](#) (58 kb)

[View All](#)

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup
1	5658561020	Cat, Tom	K0000012345	0	03/13/2017	REG	Regular Earnings	8.000000	SB	565NONTASK

Time and Labor WorkCenter Desk Aid

Time and Labor WorkCenter: Downloading to Excel

Click “Excel SpreadSheet” to download the results in Excel where you can sort and filter the results.

KWC_TL_REPORTED_TIME_EE_YR - Reported Time by EE by Year

ID

Year

[View Results](#)

Download results in : [Excel SpreadSheet](#) [CSV Text File](#) [XML File](#) (58 kb)

[View All](#)

	Dept ID	Name	ID	Rcd	Rpt Dt	TRC	Descr	Quantity	Reported Status	Taskgroup
1	5658561020	Cat, Tom	K0000012345	0	03/13/2017	REG	Regular Earnings	8.000000	SB	565NONTASK